.RISK ASSESMENT FOR CHURCH HALLS

Created by Austin Moore		16/10/25	Version 1

Description of Hazard	Description of potential harm (i.e. who might be harmed and how)	Risk Levels (before controls)	Prevention and controls to reduce risk/hazard	Residual risk (after controls) and responsibility
Car Park				
Children/people with mobility issues/elderly being hit by vehicles. Uneven ground. Ice on the ground causing slippages	Multiple injuries, possible serious in nature. Trips and fall, Children/people with mobility issues/elderly	Serious/possible Medium	Where possible an adult to be in car park keeping control, Warning sign of uneven surface. Speed limit 5mph signs displayed. Car park to be salted or gritted to reduce slipping and skidding risk. A grit bin is available for users to grit outdoor areas during icy weather. Adequate lighting for all outdoor areas.	Low. All visitors, event organiser, volunteers.
St John's Hall Rosetta Hall Megaw Room Cairns Room Foyer				
Moving, setting up and putting away tables and chairs.	Muscle injury, trapped fingers, limbs, dropping furniture on body parts. Those moving the furniture	Serious/possible Medium	Where possible 2 people to carry tables; collapsed tables can be moved by 1 person; No more than 2 chairs to be carried at a time; chairs to be stacked to a maximum of 10; use the trolly when moving stacked chair	Low Those moving the furniture, whilst moving it.
Storing tables and chairs	Falling tables or chairs causing injury All hall users	Serious/possible Medium	Ensure tables are stored in the trolly. Chairs to be stacked no more than 10 high. Chairs to be stored as per notice on the wall.	Low Those putting the furniture away after every event
Floors	Slips, trips and falls	Serious/possible Medium	Dry spills immediately. If not possible use caution sign. Ensure no trip hazards such as trailing wires	Low. Event organiser to advise all

				leaders/helpers if floor becomes wet.
Ball game/play accidents	Soft balls only, non-contact play, damage to participants, damage to hall, ceiling/lights/windows.	Serious/possible Medium	Use of soft balls. Ball play to be kept below head height. No contact play	Low At least one adult or youth leader present during all games at all times. Parents/carers/ guardians if present.
Stage				
Falling from stage	Falling off the edge of the stage causing multiple different injuries. Anyone on the stage	Serious/possible High	Ensure no un-authorised person on stage. Ensure curtains are always closed	Low All leaders present during event.
Falling into storage area underneath the stage	If floor panels removed there is the risk of falling into the stairs leading to the storage area under the stage	Serious/possible High	Opening to the storage area under the stage is not to be left open during any activity in the St John's Hall	Low Person gaining access to the storage area is responsible to ensure no activity is happening in the hall whilst accessing the storage area
Kitchen				
Use of kettle and water boiler	Burns and scalds from steam / hot water Kitchen user	Serious/possible Medium	Volunteers trained in the risks of using water boiler. Operating instructions are easy to locate. Ensure kettles are not overfilled and set near the edge of the worktops.	Low Those using the kitchen
Dermatitis	Frequent hand washing can cause skin damage. Some foods can cause some kitchen users to develop skin allergies.	Serious/possible Medium	Where possible and sensible, volunteers use tools (cutlery, tongs, scoops, etc.) to handle food rather than hands. Food grade, single use, non-latex gloves are used for all food tasks.	Low Those using the kitchen

			Dishwasher where possible to be used instead of washing up by hand. All cleaning chemical containers are clearly labelled. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. Volunteers are reminded to thoroughly day hands after washing	
Knives	Volunteers involved in food service could suffer from cuts	Serious/possible Medium	Volunteers trained to use sharp knives. Knives suitably stored when not in use in a locked cupboard. First aid box provided	Low Those involved in food preparation and service.
Use of the oven	Burns from steam, hot door sides, shelves, hot contents. - food/dishes Kitchen user	Serious/possible Medium	Caution when opening the oven to reduce steam escaping (as steam rushing out might burn); use oven gloves as protection from hot surfaces.	Low Those using the kitchen.
Use of Microwave	Burns from steam, hot contents, food / dishes	Serious/possible Low	Caution when opening the microwave (as steam rushing out might burn);	Low Those using the kitchen.
Food Safety	Food poisoning. Those eating food	Serious/possible Medium	Those involved in food preparation have been internally trained in the safe handling of food safely.	Low Event organiser when determining volunteer roles
Allergies and special dietary requirements	Allergic reaction, adverse effects. Those eating food	Serious/possible Medium	Ensure that all allergies are identified prior to eating. Event organisers to be aware of all allergens present in the food to be served. Signage displayed detailing those with allergens to speak to the event organiser re allergens	Low Event organiser / all those with allergies / dietary requirements prior to food being served
Floors	Slips, trips, falls All kitchen users	Serious/possible Medium	Non-slip absorbent mats are places at the main entrance. Good housekeeping – work areas kept tidy; goods stored suitably etc. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks quickly reported. Volunteers clean up spillages (including dry spills) immediately using suitable methods and leave the floor dry. Suitable	Low All volunteers

			cleaning materials available. Good lighting in all areas. No trailing cables or obstructions in floors.	
Corridor between Kitchen and St John's Hall	Slips, trips and falls. Confinement in safe	Serious/possible Low	Good Housekeeping – work areas kept tidy, goods stored suitably etc. Safe to be locked	Low All volunteers
Toilets				
Slips on wet floor, spillage of bodily fluids,	Slips, cleaning up of bodily fluids. Disposal of nappies. Disposal of used sanitary products. All users	Serious/possible Low	Regular checking of the toilet areas, knowledge of proper procedure and use of correct cleaning equipment and chemicals. The hand dryer is always operational. Notice in the disabled toilet regarding the disposal of nappies. Notices in Ladies and disabled toilet regarding the disposal of used sanitary products and appropriate sanitary bins placed in appropriate toilets.	Low Cleaner, event organiser and all users.
Hazardous substances e.g. cleaning materials	Contact with cleaning chemicals that can cause irritation or chemical burns. Risk of poisoning if cleaning materials are ingested, especially by children.	Serious/possible Medium	Cleaning items intended for all users of the halls are stored in the cleaning store next to the ladies' toilets. Low risk cleaning products are stored on the lower shelf. Higher-risk cleaning products are stored on the higher shelf to prevent access by children. Disposable gloves are provided in this store A COSHH register is maintained and updated with any new cleaning materials	Low. Cleaner, event organiser and all users.
Electricity	Electric shock from damaged wiring or faulty equipment, fires caused by overloaded circuits or faulty appliances, injuries from improper use of extension leads or power tools. All hall users	Serious/possible High	Portable Appliance Testing (PAT) of all electrical appliances undertaken every 1 or 2 years (seek advice from our insurers) and certified accordingly. Users to check for visual signs of damage on all portable equipment before use. Hirers and organisation's are responsible for the equipment they bring into the halls and that all the relevant safety checks, including PAT testing for their equipment, are in place. Functional test for the emergency lighting is checked every 2 months by the property committee	Low. Property committee and all users of electrical appliances.

			Fixed Wiring Testing to be checked by a qualified electrician every 5 years and certified accordingly (Last done 18/02/22).	
FIRE	Smoke inhalation burns and potentially death. All hall users	Serious/possible High	Maintenance contracts in place for fire alarm (Last done 20/02/25), emergency lighting (Last done 14/04/25) and fire extinguishers (Last done 25/02/25) Accessible fire extinguishers are checked monthly by the management sub committee Fire blankets are available in the kitchen. Emergency lighting system tested every 2 months. Fire doors are regularly checked and kept unobstructed and functional. Regular fire safety training for volunteers. Fire evacuation procedures communicated to all users as part of the booking form. Regular waste removal to prevent buildup of combustibles. Fire Evacuation plan displayed on the notice board. Emergency assembly point located in the car park Online booking system requires hall users to read all policies before booking can be confirmed.	
THEFT	Assault on volunteer, loss off money, loss of church hall property or personal property.	Serious/possible Low	No cash or items of significant value are left on the premises. Hirers and users are responsible for ensuring that the building is locked and fully secure at the end of their use. Users are advised to use the simple locking mechanism on the foyer doors during use for security reasons.	
PLEASE REFERENCE THE POLICIES BELOW				
Child Protection/ Safeguarding	www.newtownbreda.org/child-protection-policy/			
Emergency Evacuation	**Version No 1 Date Feb 2024**			

Checklist when leaving	**Version No 1 Sept 25**			
Security	**Version No 1 Oct 2025**			
Eco Policy	**Version No 1 Oct 2025**			
First aid and accident reporting Policy	**Version No 1 Oct 2025**			

Your signature